

Quality Assurance Surveillance Plan (QASP)
Department of Energy
Office of Classification Specialized Technical Services

This Quality Assurance Surveillance Plan (QASP) provides a plan for the Government to monitor the Contractor's performance on Task Assignments issued under this contract.

It is anticipated that technical monitors will be designated for each task area. The technical monitors will be designated for the entire length of the contract and will monitor the Contractor in accordance with the performance areas in the contract as supplemented by task assignments. The technical monitors will evaluate contractor performance through reviews of contractor deliverables, analysis of contractor status and progress reports, and assessments of on-going work on a day-to-day basis. Technical monitors will also use feedback received from other DOE employees who work with the Contractor to evaluate contractor performance.

The task assignments shall consist of performance objectives, measures, and expectations contained in the contract. In addition, technical direction will be delineated and will identify specific deliverable requirements and delivery schedules in accordance with the requirements defined in the task assignments.

The Contracting Officer (CO) , in conjunction with the Contracting Officer's Representative (COR) and his/her delegated authority, will validate the quality of service the Contractor provides by evaluating the schedule performance (timeliness), management performance, technical performance, product quality, and cost control to assess the quality, timeliness, and cost effectiveness as specified in the contract.

On an annual basis, the Contractor will prepare a self-assessment of its performance against the contract performance requirements (objectives, measures, and expectations) identified in the contract and task assignments, and submit to the CO within 7 days of the completion of each evaluation period. The self-assessment shall address progress towards or level of achievement against the requirements, and if below the target level or behind in progress, an estimate of when the progress or target level(s) will be achieved. These assessments must be factual, i.e. clearly show whether or not the performance requirements were or were not met.

Upon receipt of the Contractor's self-assessment, the Government will conduct a validation effort. The Government's validation may be accomplished through any and all of the following means:

- Sample
- Audit
- Inspection
- Verification

During validation, the Government may evaluate any or all of the Contractor's claimed performance against the contract and task performance requirements.